

TELEPHONE BOMB THREAT REPORT FORM

INSTRUCTIONS; Be calm. Be courteous. Listen. Do not interrupt the caller. Notify supervisor / security officer of your element by prearranged signal while caller is on the line.

DATE: _____ TIME: _____

Exact words of person placing call: _____

QUESTIONS TO ASK:

1. When is the bomb going to explode? _____
2. Where is the bomb right now? _____
3. What kind of bomb is it? _____
4. What does it look like? _____
5. What will cause it to explode? _____
6. Why did you place the bomb? _____
7. What is your name and address? _____

Try to determine the following: (circle as appropriate)

Caller's identity: Male Female Adult Juvenile Age _____ years

Voice: Loud Soft High-pitched Deep Intoxicated Other _____

Accent: Local Foreign Region (description) _____

Speech: Fast Slow Distinct Distorted Stutter Slurred Nasal _____

Language: Excellent Good Fair Poor Foul Other _____

Manner: Calm Angry Rational Irrational Coherent Incoherent

Deliberate Emotional Righteous Laughing Intoxicated

Background noise: Office machines Factory machines Bedlam Trains

Animals Music Voices Airplanes Street-Traffic Mixed

Party-Atmosphere Other

ADDITIONAL INFORMATION: _____

Receiving Telephone Number

Person Receiving Call

BOMB INCIDENT AFTER ACTION REPORT

BOMB THREAT

A. Nature of incident

1. Who received call?
2. Where was call received?
3. What was the telephone number of the line to which the call was made?
4. What was the date and time of call?
5. What did caller say, and what was the response of the receiver, if any?

6. Was caller male or female?
7. What was the approximate age of the caller?
8. Were there any unusual speech characteristics of the caller such as a lisp, accent, dialect, etc?

B. Action taken

1. Who was notified immediately after call was received?
2. What was the time of evacuation, if applicable?
3. What search techniques were employed?

4. What was discovered, if anything?
5. What time did personnel re-enter the building, if there was an evacuation?

BOMB DISCOVERY

A. Nature of incident

1. How was the bomb discovered?
2. Where was the bomb discovered?

3. Who discovered the bomb?
4. What was the date and time of discovery?
5. Was it established that only one bomb existed?
6. What is the description of the device?

BOMB THREATS RECEIVED

- A. Telephone call, try to obtain as much of the following information as possible and make a record of it.
 - 1. Bomb location
 - 2. Time of detonation.
 - 3. Type of device to include description
 - 4. Sex, age and attitude of caller
 - 5. Peculiarities of speech, accent, etc.
 - 6. Distinguishing sounds or background noise emanating from the caller's location.
 - 7. Reason for the bomb threat / placement.

- B. Suspicious package through the mail, characteristics:
 - 1. Package may bear restricted endorsements, i. e. "Personal" or "Private" when the addressee does not normally receive mail at the office.
 - 2. Addressee's name or title may be inaccurate.
 - 3. Mail may reflect distorted handwriting or name and address may be prepared with homemade labels or cut and paste lettering.
 - 4. Package may have protruding wires, aluminum foil, visible oil stains and / or they may emit a peculiar odor.
 - 5. Package may have excessive amount of postage affixed.
 - 6. Package may feel rigid or appear uneven or lopsided.
 - 7. Parcel may be unprofessionally wrapped with several combinations of tape used to secure the package and may be marked "Fragile – Handle with Care" or "Rush – do not Delay" or similar wording.
 - 8. Parcel bombs may have irregular shape or have soft spots or bulges.
 - 9. Parcel bombs may make a buzzing or ticking noise or a sloshing sound.
 - 10. Pressure or resistance may be noted when removing contents from an envelope or parcel.

- C. Package (s) left by an unknown person in an office or building or immediate vicinity.
 - 1. Package may be of any size, shape, color or material, i. e. paper wrapped package, paper sack, cardboard box, attaché case, etc.
 - 2. Package usually appears to be out of place to the office or building users.
 - 3. Package may be hidden.

BOMB SEARCH PROCEDURES

Remind all personnel not to touch a suspected item that could be the bomb.

- A. All persons make a preliminary search around their immediate area for suspicious items.
- B. All persons, as they leave, will remove those items that they brought in (i. e. briefcases, thermos bottles, lunch bags, etc.) , turn off radios and unplug office machines.
- C. Windows and doors will be left open to help dissipate any explosive force.
- D. All cabinets and drawers will be left unlocked (classified cabinets may be an exception) to make it easier for the searchers.
- E. When evacuation of a building is accomplished, only authorized personnel are permitted entry until the threat is resolved.
- F. Personnel evacuated from a building will be removed to a distance of at least 100 meters.
- G. All personnel will be accounted for, usually by section heads and reported to the senior person and a contact point established in case an item cannot be verified as belonging in the area.
- H. Personnel conducting search must be familiar with bomb search technique and should be familiar with the area to be searched, i. e. what should be there as opposed to what is obviously out of place or does not belong.
- I. Areas will be marked immediately after search so as not to cause another search by other personnel.
- J. If an item is found, and suspected of being a bomb, handle as above and continue to search the facility until the entire facility has been searched.
- K. All areas will be searched inside and search will include the outside perimeter of building, consider vehicles, etc., parked in close proximity.

DO NOT:

- A. DO NOT key radios and transmit.
- B. DO NOT handle bomb or suspect package once determined to be a possible bomb.

- C. DO NOT permit personnel access to near proximity of the bomb except for official business in connection with the handling of the incident.
- D. DO NOT try to move the bomb or enclose it to minimize effects of explosion. DO NOT open container. Open windows and doors, etc., to minimize effects of explosion and release force of explosion.